



City of Sumter

822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Jfax: 1-803-436-2652

Swan Lake-Iris Gardens Garden Street Shelter Reservation

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Garden Street Shelter is available for the public to enjoy. In reserving the shelter, you must agree to the following conditions:

- Loading and unloading is allowed at the pedestrian gate and parking is available in the lot located at the end of Garden Street. **VEHICLES ARE NOT ALLOWED INSIDE THE GARDENS.** Parking is **NOT ALLOWED** along Garden Street or in the Swan Lake Apartments' parking lot.
- Large grills that must be pulled by a vehicle are **NOT** permitted, but small, portable grills are allowed through pedestrian gate.
- Leave the shelter and surrounding area as you found it.
- Inflatables are **NOT** permitted. Recreational equipment requires prior approval.
- All trash under the shelter and/or on the grounds **MUST** be removed.
- Decorations can be attached using tape, ribbon, or soft wire and must be removed prior to leaving. Tacks, staples, or nails are **NOT** allowed.
- **NO ALCOHOLIC BEVERAGES ALLOWED.**
- The activities must take place during operating hours of the park: **7:30 am - dusk.**
- Picking of any vegetation is **NOT** allowed.
- **NO** pets, bicycles, radios, fireworks, jogging or fishing allowed.
- **NO** live entertainment permitted without prior consent.
- A **two weeks** notice is required for a cancellation and a new date can be rescheduled within 60 days.
- **The person reserving the shelter is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**

I _____ **HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF THE GARDEN STREET SHELTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

RESERVATION FEE: \$25.00

Make checks payable to: City of Sumter

Cancellation Policy: *The reservation fee is refundable if a **30 day written notice** is received prior to the event.*

Event date *and* hours

Name (print)

Event type

Number of guests

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.

RENTAL APPLICATION

(Garden Street Shelter)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ Event Date Requested: _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____ Night Phone: _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Number of people: _____ Event Coordinator: _____

Give Purpose of Use: (Full Details): _____

(Print Name) *Signature* *Date*